

Safe 8246
drawn 4a
EPD

~~SECRET~~
SECURITY INFORMATION

SECURITY DIVISION

JAR 1052

DOC	10	REV DATE	14/4/80	BY	6617
ORIG COMP	31	OPI	13	TYPE	30
ORIG CLASS	5	PAGES	11	REV CLASS	2
JUST	22	NEXT REV	20/0	AUTH	HR 70-2

25X1A

Functions and Activities:

Devises, coordinates, and enforces security policies, procedures, and programs through personnel and physical security to provide for the safeguarding of classified information and intelligence material, sensitive intelligence sources of information, and operational methods. Devises and executes emergency plans and procedures along with maintaining constant vigilance and continuing survey control of such emergency plans and safety devices, practices, and procedures to ensure the protection of classified material and Agency property and personnel. Maintains security liaison with other agencies.

Through the Physical Security Branch this division safeguards all classified information and material in the custody and control of the Agency throughout all of its overt and covert installations and personnel [REDACTED] 25X1A

[REDACTED] In general, this entails the protection of classified information from loss, theft or compromise, either by inadvertence or by deliberate intent; the safeguarding of the installations against penetration by unauthorized persons, fire or natural disaster; and the general protection of the personnel. In discharging this responsibility the Physical Security Branch develops and maintains CIA Security Regulations and trains CIA employees therein. It also furnishes guidance to organizational units in CIA with respect to the implementation and application of these regulations. The branch conducts physical security surveys, maintains security control of visitors, operates an over-all badge identification system and directs the operation of a complete guard organization. It investigates violations of Security Regulations and fixes responsibility. A complete firearms program for Agency personnel, officially requiring the use of firearms, is supervised by this Branch. Study and research in advanced physical security procedures, techniques and developments are a continuing activity.

Through the Personnel Security Branch this division determines the scope of overt and semi-covert personnel security investigations to be made. It appraises and analyzes the reports of these investigations with respect to adequacy of coverage and the pertinency of the information and evidence bearing on the security aspects of each case, and approves for employment or association those applicants, consultants, contractors, informants, and other miscellaneous categories of persons within the overt or semi-covert categories, or recommends their disapproval for security reasons. Operates a system of review and reappraisal of employees, and initiates action for termination of persons constituting security risks. Conducts interviews on security matters, maintains reference files, and controls dissemination of personnel security information to other agencies and agency personnel. Conducts a program of exit briefings for personnel leaving the Agency.

~~SECRET~~
SECURITY INFORMATION

25X1A

Accomplishments During 1951:

The activities of the Physical Security Branch include the continuing conduct of security educational programs among groups and individual members of CIA; performance of security investigations, surveillances, and surveys; and the organizing and developing of security programs for large-scale covert projects; discussions with the Security Officers and operating personnel of the Agency to resolve security problems of a wide variety requiring individual treatment; research in the fields of electronics, safekeeping containers and locks of various types, alarm systems, incinerators, mechanical document shredding machines, etc., and studies for the purpose of improving the Agency's security methods and procedures.

25X9

25X1A

25X1A

25X1A

25X1A

25X1A

~~SECRET~~~~SECRET~~

~~SECRET~~
SECURITY INFORMATION

EAR

1952

parts of the Agency were approved; 498 clearances were granted for assignment of personnel to duties as Alternate or Assistant Top Secret Control Officers; 913 cases were reviewed to determine clearance for access to special types of intelligence information; [REDACTED] persons were interviewed prior to their leaving the Agency, entering a period of extended leave of absence, or upon transfer between vouchered and unvouchered categories; [REDACTED] files were reviewed, and the contents made available to authorized representatives of other Government agencies; and [REDACTED] cases were processed involving proposed employment in private business on classified procurement contracts awarded by the Agency.

25X1A

25X1A

25X1A

The contents of 12 periodicals were examined on a continuing basis for such material as should be placed in the reference files of the Personnel Security Branch, for assistance in the performance of its over-all operations. In addition, 81 special reports of other agencies were examined for that purpose. Approximately 2864 summaries of information contained in the reference files of the Branch were prepared so as to afford complete information for each security file involved.

An undetermined number of files were reviewed in connection with each of the applicant cases handled. Another undetermined number of files were reviewed in connection with the cases handled for the Contact Division, Office of Operations. Certain other accomplishments included AEC "Q" clearances, inquiries from other agencies concerning security histories of former employees and summarization of investigative information available in our files for submission to other agencies upon request.

25X1A

Objectives:

The objectives of this Division are to continue to assume the same security responsibilities and attain comparable accomplishments during the ensuing fiscal year through continued rigid physical protection standards and through continued personnel processing responsibilities.

The activities of Physical Security functions of the Division will be increased to provide for re-indoctrination of incumbent employees and re-surveys of existing field installations.

The appraisal functions of the Division will increase approximately 30% on individual personnel security investigative cases as a result of the anticipated increase in investigative coverage. The volume of work in each functional category will depend largely upon the size of the Agency, amount of security activity necessary in connection with the Agency's

~~SECRET~~

~~SECRET~~
SECURITY INFORMATION

recruitment program, and the number of special operational projects which will require security action. It should be noted that requests now on hand for services of the [REDACTED] Branch indicate a continuing extensive increase in volume of this activity.

25X1A

SECURITY INFORMATION

MAR 1952

SPECIAL SECURITY DIVISIONFunctions and Activities:

This Division is the covert operational arm of I & S and as such is responsible for the investigation of all applicants for open, semi-covert and covert assignments and for the evaluation of the evidence obtained through investigations of covert applicants to determine their suitability for employment or association with the Agency. It furnishes support to CIA operational activities by completing various requirements requested by CIA Operational Offices. These services are performed by its investigative and evaluation facilities, involving [REDACTED] and by private organizations and individuals under contractual relations. These services provide information, material and miscellaneous services, including surveillances, physical security surveys, procurement of "safe" areas for covert interviews and training, procurement of highly sensitive materials, facilitating [REDACTED] materials, arranging tours for visiting dignitaries where CIA interest cannot be divulged, procuring and servicing mail drops, etc.

It further maintains vigilance of counter-espionage activities by the covert collection, processing and evaluation of CE material gained through special investigations and inquiries, the review of existing CIA material, records and reports, and continuing liaison with operational offices of CIA.

This Division through its Operations Staff analyzes and assigns for investigation all cases received from the Office of the Director of Personnel through the Security Division, I & S, as well as all cases received from Operational Offices of CIA. It also directs in its assignment of cases to the field, the scope of and the "cover" requirements of the investigation. Continual control and follow-up of investigation progress is maintained by this Staff. Upon completion of personnel investigations the reports of covert cases are appraised and evaluated and a determination made of the suitability of applicants for employment from a security viewpoint. Reports of investigation of persons to be associated with but not considered employees of CIA on operational projects, are appraised and evaluated and the results of such reviews are furnished the Operational Office concerned. The open and semi-covert investigations are supervised on an individual and over-all basis to insure completeness and full coverage of the subject.

25X1A □

~~SECRET~~
SECURITY INFORMATION

MAR

1952

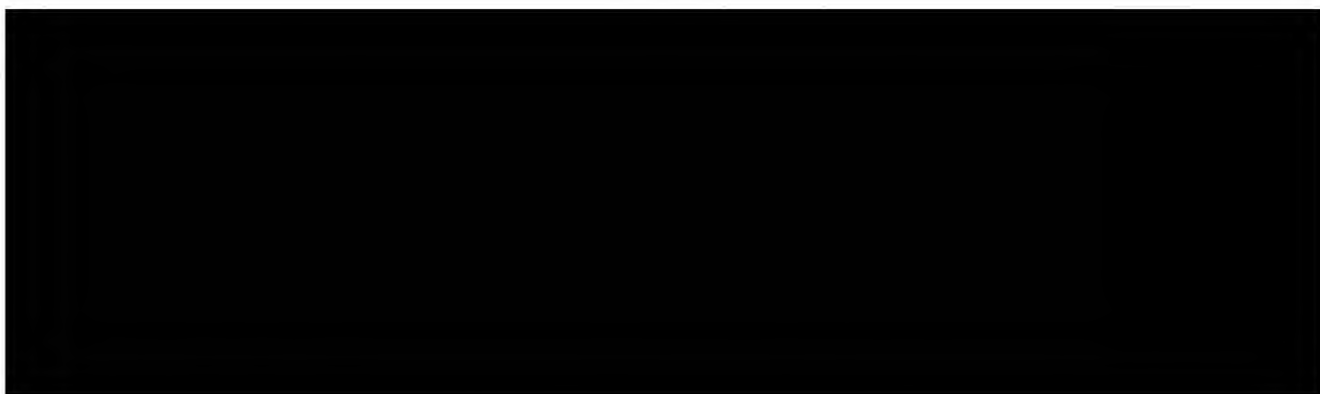
his area the investigations and the other activities in support of operational requirements as directed by Operations Staff or the Division Chief. A substantive report of each personnel investigation is completed in the field and submitted to Division Headquarters.

Accomplishments During 1951:

As of approximately 1 January 1951 the services rendered by the FBI in conducting investigations for CIA applicants for overt and semi-covert positions were withdrawn. [REDACTED] were, therefore, expanded to assume this additional investigative responsibility.

25X1A

25X9



were handled by "CE" personnel. These cases involve name checks, special inquiries, and/or investigations. They have a direct supporting value to the operations and protection of the Agency.

25X1A



Objectives:

During the next fiscal year it is planned to fill the T/O [REDACTED] in the field.

25X1A

In accordance with past experience it is estimated that 5 or 6 complete investigations can be accomplished per agent per month. This strength, therefore, provides for completing approximately 1000 cases per month. Any additional demand is and must be covered by curtailed investigations, the utilization of contractual services of organizations and individuals, or both.

25X1A

It is planned to establish two or more additional field offices; place additional [REDACTED] in strategic locations; and continue as needed the contractual services of organizations and individuals.

MAR 1952

SECURITY INFORMATION

INSPECTION DIVISION

Functions and Activities:

Performs "Inspector General" functions for the Security Officer, CIA, conducting inspections, administrative investigations and surveys as required to determine the status of conditions and efficiency of operations of Agency activities, foreign and domestic, and making appropriate reports and recommendations to the Security Officer/CIA.

Performs special security inspections and investigations as directed by the DCI or the Security Officer, CIA.

Performs physical surveys in foreign countries under the terms of NSC-29 to determine the security of foreign sources of strategic materials and their vulnerability to sabotage, submitting appropriate reports and recommendations to and providing continuing technical consultation for the Department of State on matters concerning security of the sources of strategic materials in foreign countries.

In a liaison capacity, between the Office of Inspection and Security and the Office of Procurement, from the standpoint of security, provides supervision and guidance in connection with the classified procurement program, including the conducting of plant security surveys at the facilities of private contractors as required, and the submission of recommendations based thereon. Maintains master files on contractor security clearances on classified contracts.

Administers and supervises special projects as assigned. Examples: [REDACTED] & S Special Training Course; Liaison on AR&C Wing Security; Security Officer procurement, training, and assignment; Liaison on training base security; front or cover contact assignments, etc.

Accomplishments During 1951:

In connection with assigned responsibilities under the provisions of NSC-29:

Maintained continuous liaison with officials of the Department of State in the determination of means to be employed in carrying out the joint CIA-State objectives of NSC-29.

Engaged in extensive discussion and prepared security evaluations and recommendations for incorporation in the research studies conducted in ORE/OR&R dealing with strategic materials [REDACTED]

25X1A

25X1A

~~SECRET~~

1952

SECRET

25X1A

25X1C

Inaugurated and engaged in continuing supervision of a special training course for the intensive indoctrination of selected personnel for specialized I & S duties (3 sessions of this course have been completed to date. Course covers a 3-week period and will continue indefinitely.)

Maintained continuing security service to the Office of Procurement in connection with the processing of security clearances for private contractors and the personnel thereof engaged with classified contracts. Performed security surveys at the plants of private contractors to determine compliance with CIA security requirements. Provided security policy and guidance to Procurement personnel on special problems.

Carried out numerous special assignments as directed -- dealing with personnel cases, project security, incidents, procedural surveys, inventory supervision, property utilization, cover contacts, etc.

Objectives:

25X1A

To establish contacts and liaison with all [REDACTED] operations of the Agency to enable expeditious inspection. As a corollary, to establish a schedule of periodic visitation to foreign stations for purposes of observation and consultation, with a view toward effecting improved understanding and consequent increased efficiency.

~~SECRET~~
SECURITY INFORMATION

Through the selection and thorough indoctrination of personnel for permanent assignment to operational missions as security officers, to provide competent specialized security service to Agency operations projects and missions as required.

MAR

1952

SECURITY CONTROL STAFF

Functions and Activities:

This Staff is responsible for devising, formulating and supervising security policies, for the protection of classified information and intelligence material in connection with any outside personal activities of CIA employees, (such as publication of writings, delivering speeches, foreign travel and other personal matters in which an element of security might be involved); and with respect to the official contacts of CIA with other Government agencies and foreign governments, as elaborated on below. The Staff promulgates collection and dissemination security policies and renders interpretations, opinions and decisions with respect to these policies. The Staff serves as consultant, from the security standpoint, in coordinating public relations and the release of information concerning Agency activities and functions. In this connection, it implements and carries out in the Agency the various NSC directives relating to security and the protection of intelligence. It maintains liaison with Federal departments and agencies

agencies. The Staff plans and conducts security surveys in other agencies and provides security policies to assure that CIA material is properly protected and that the personnel having access to CIA material meet CIA security requirements in accordance with Section 102 (d) (3) of the National Security Act. This Staff interprets for the Agency the various security policies of other agencies and of foreign governments and renders security decisions on classified material proposed for dissemination to foreign governments. It serves as security consultant to the other offices of CIA in their security plans for interdepartmental exploitation, research, joint efforts and similar activities; and serves on interdepartmental and international committees concerned with security problems.

Accomplishments During 1951:

Offered security opinions and interpretations as requested, and reviewed and rendered decisions concerning approximately 1000 requests for security clearance for outside personal activities of CIA employees.

Investigated, reviewed and set up approximately 500 continuing contacts with other Agency personnel for CIA representatives.

Represented the DCI by attendance at domestic and international conferences concerned with security matters.

W4R

1952

~~SECRET~~
DISSEMINATION

Prepared security policy, furnished guidance or clearance for dissemination of classified material, or reviewed and approved dissemination in accordance with MIC Policy to foreign governments.

Conducted security surveys or assisted in security aspects with the liaison, contact or coordination of CIA with other government agencies and private institutions.

Furnished security advice on security matters to offices, staffs and divisions of CIA and to other government agencies as requested.

25X1A

Conducted surveys including security procedures for telephone operators; information furnished other agencies concerning former CIA employees; and the control of TS microfilm procedure.

Objectives:

To resurvey and restudy the amount of CIA classified material in other agencies, with a view toward eliminating that material which is no longer used or to establish such other controls as may be necessary as a result of these studies.

To establish closer relationship with Security Officers of newly established agencies and to develop with them mutually satisfactory security arrangements for CIA material.

To anticipate and develop security policies to govern our relations with foreign governments, particularly in the field of dissemination, and to

25X1C

To continue review of older security practices, policies and other issuances to assure their adequacy and usefulness and to correct them where required.

To develop an SOP whereby I & S can use experts in other CIA offices for opinions on such technical matters as statistical security, security involved in economic reports, technical scientific reports and others.

~~SECRET~~

SECRET

AAA

152

COUNTER-INTELLIGENCE STAFF

Functions and Activities:

Receive, evaluate and develop information for the purpose of preventing penetrations of CIA by foreign intelligence organizations. Plan, supervise and control and carry out to a logical conclusion such operations as are necessary to insure fulfillment of above objective.

Accomplishments During 1951:

Since the establishment of this staff various covert liaison channels have been established with other sensitive government agencies which provide for a free flow of highly sensitive information necessary to the counter-intelligence effort; various individuals constituting security risks have been removed from CIA; employment of others has been barred by prompt and effective action; studies of penetrations of a predecessor organization have been made with a view to establishing patterns; names of thousands of individuals who are subversive or constitute security risks for a variety of reasons have been added to the Reference Index, I & SO; recommendations have been made and in the main implemented toward improving the over-all security of the agency; a high degree of cooperation has been achieved with the various operating branches within CIA.